

March 01, 2014

ORDERING INSTRUCTIONS
FOR
PRICE LIST

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LIST OF WHOLESALE PACKAGE RETAILERS

PRICE LIST INDEX

PRICE LIST

BEFORE YOU ORDER

MINIMUM ORDER

The minimum order that will be shipped is five (5) cases. The five cases may include split case orders.

CERTIFIED FUNDS

The Department may place permit holders on certified funds if the facts indicate that it would be in the best interest of the Department of Revenue.

SALES TAX

When your invoice is prepared, a seven (7) percent sales tax will be added to the gross wholesale price of the alcoholic beverages. The price list does **NOT** include sales tax. The sales tax paid to ABC should be taken by the permit holder as a credit on his monthly sales tax return.

ADDITIONAL PRIVILEGE FEES (APF's) ON-PREMISE RETAILERS ONLY

Pursuant to MS Code Annotated, 1972, Section 27-71-5 (1) and (2), an additional privilege tax is imposed on on-premise retailers on purchases exceeding \$5,000.00. The tax is due at the time your purchases exceed each \$5,000.00 increment. Permit holders are invoiced for this additional privilege fee (APF) and **“UNDER MISSISSIPPI CODE ANNOTATED SECTION 67-1-57(F) YOU CANNOT BE INDEBTED TO THE STATE FOR ANY TAX OR FEE AND MAINTAIN AN ABC PERMIT. THEREFORE, IF WE DO NOT RECEIVE PAYMENT WITHIN 10 DAYS YOUR ORDERING PRIVILEGES WILL BE SUSPENDED AND WE WILL BEGIN THE PROCESS TO REVOKE YOUR PERMIT.”** If your permit is on bank draft status, ABC will draft the permit holder's bank account when the tax becomes due.

Any unused or excess portion of an additional privilege fee paid or due on purchases exceeding \$5,000.00 is transferred to the next permit year or to the new permit if ownership is transferred during the permit year.

BEFORE YOU ORDER

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DISHONORED PAYMENTS

MS ADMINISTRATIVE CODE 35.II.4.03 provides that payments for all orders must be made by cash, bank check, cashier's check, bank exchange (draft), post office money order or express money order. If a payment is dishonored or insufficient and is not a bank error, the permit holder will be placed on certified funds for all purchases for a period of three (3) months. If a second payment is dishonored or insufficient, the permit holder will be placed on certified funds for one (1) year. The permittee will be given ten (10) calendar days from the date of the notification of the dishonored/insufficient payment to replace the dishonored payment or the permittee will be placed on the Commission agenda to begin the process to revoke the permit. A temporary discontinuance of purchases of alcoholic beverages will be imposed until such time as payment is received. If a permittee has more than two (2) dishonored/insufficient payments the permittee will be placed on certified funds for a period of three (3) years. Any additional dishonored/insufficient payments after the initial three (3) year certified funds period will result in an additional three (3) year period of certified funds. At the end of the certified fund period (3 months - 1 year - 3 or more years) the permittee must make written application to the ABC Director for reinstatement of the use of regular bank checks or bank exchange (draft).

ABC ORDER PROCESSING SCHEDULE

The normal order processing schedule is as followed:

<u>MONDAY:</u>	<i>Orders received after 11:00 AM Friday and before 11:00 AM Monday are processed for shipment Monday night.</i>
<u>TUESDAY:</u>	<i>Orders received after 11:00 AM Monday and before 11:00 AM Tuesday are processed for shipment Tuesday night.</i>
<u>WEDNESDAY:</u>	<i>Orders received after 11:00 AM Tuesday and before 11:00 AM Wednesday are processed for shipment Wednesday night.</i>
<u>THURSDAY:</u>	<i>Orders received after 11:00 AM Wednesday and before 11:00 AM Thursday are processed for shipment Thursday night.</i>

Next day deliveries of alcoholic beverage shipments may not always be possible due to circumstances beyond the control of the ABC LDC.

BEFORE YOU ORDER

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YOU WILL BE NOTIFIED BY ONE OF THE TWO FOLLOWING METHODS LISTED BELOW OF ANY CHANGE IN THE NORMAL ORDER PROCESSING SCHEDULE.

1. *A message will be placed on your delivery notes notifying you of the change. This message will appear on the delivery notes for a period of two (2) weeks prior to a schedule change.*
(OR)
2. *A special mail out informing you of the schedule change will be prepared and mailed to all permittees prior to the change.*
3. *A message will also be placed on the ABC web site.*

PRICE LISTS EFFECTIVE DATES

All **written, faxed, and telephone orders** received after 4 P.M. the last working day of the month, through 12 midnight the last day of the month, will **not** receive the prices offered for that month. This includes the special price allowances, select wine list prices and regular list prices.

All **internet orders** placed the first day of the month through midnight the last day of the month **will** receive the prices offered for that month. This includes the special price allowances, select wine list prices and regular list prices.

Prices are subject to change, and availability of certain products may be limited.

BEFORE YOU ORDER

CONTINUED

PRICE LIST ARRANGEMENT

Full Case and Split Case items are combined into one list. The columns headed "Full Case" and "Split Bottle" denotes the item's type. If no price is stated in the column, then the item is not carried under that category.

Items are sorted alphabetically by name within category of Liquor Type.

A plus (+) or minus (-) sign will be placed to the right of the price(s) to indicate a change in price. A plus (+) indicates a price increase, a minus (-) indicates a price decrease.

The vendor and broker / representative code is listed in the column to the far right of each item. A cross-reference list of the broker, vendor and their codes has been added to the section of the price book immediately following the ordering instructions for your convenience.

PLACING YOUR ORDER

If you fax your order, it is your responsibility to call the processing department at, 601-856-1360 to verify that your order has been received. If you encounter problems while placing your order, please call 601-856-1360.

I. MAIL ORDERS

A. Full Case

To avoid delay in processing your order, the following steps should be taken:

1. Indicate your permit number on your order in the space provided and on your remittance (unless a draft account). **If a draft account, you must include your authorization code or your order will not be processed.**
2. Full case items may be ordered in any sequence desired on the **WHITE** Full Case Order Form.
3. Be sure that item code numbers are correct.
4. Please type or print clearly quantities needed and item codes on the order forms. Item codes and/or quantities not readable will be disregarded by ABC personnel. If the brand name, size, unit cost and extension are listed, we will make every effort to send you what you want; however, orders that contain only item code and quantity are often unreadable and must be skipped.
5. Please write the total number of whole cases, extensions, 7% sales tax and any adjustments on the first page of your order.
6. **Sign both the check and the order. Unsigned checks and/or blank checks will be returned and your order will not be processed. Also, if numeric and body amounts, of the check, do not agree, your order will be returned unprocessed.**

PLACING YOUR ORDER

CONTINUED

B. Split Case

Split case shipments will be made from the ABC Warehouse under the following conditions:

1. Only those items showing a price under the split case column of the price list are available as split case items.
2. A minimum of three (3) bottles per brand must be ordered in multiples of three (3) bottles totaling one (1) full case of twelve (12) bottles. Any other quantities will not be accepted. No partial cases will be processed.
3. Split case orders must be submitted on split case order forms and then attached to full case orders. You may download forms from the DOR website or purchase them from the ABC.
4. Prices on split case merchandise have been increased to cover extra packing and handling costs. The cost added is \$.50 per bottle (which is included in the prices shown under the column labeled "Split Bottle").
5. Split case orders will be shipped on the same bill of lading and billed on the same invoice with full case orders.
6. If only split case items are desired on an order, the order must total five (5) cases (60 bottles).

C. SUBMIT ORDER.

Mail purchase order to: **ABC Division, P.O. Box 540, Madison, Ms. 39130-0540.**

Street address: **1286 Gluckstadt Road, Madison, MS 39110**

If you are sending your mail FedX or UPS please use the street address for prompt delivery.

PLACING YOUR ORDER

CONTINUED

II. TELEPHONE ORDERS

ORDERS MAY BE PHONED IN TO THE ABC DIVISION BETWEEN THE HOURS OF 8:00 A.M. AND 4:00 P.M. EACH WORKING DAY. Permit holders using the phone ordering system *must be on a current draft status and must also pay for their own calls.* Phone orders are received at **601-856-1350.** **No other ABC line can take phone orders.** *Permit holders eligible to place phone orders may also place orders via FAX at 601-856-1300. FAX line is available 24 hours a day. Draft customers after obtaining a pin number may use our Web Site at www.dor.ms.gov All add-ons to orders should be faxed to 601-856-1300 or phones to 601-856-1350 before 11:00 a.m.*

The following procedure must be strictly adhered to:

- A. Permit holders must have a prepared written order with the total number of cases when the ABC operator answers the phone.
- B. The operator will first ask the permit holder for his permit number and his "Authorization Code" which was assigned by the Accounting Department upon completion of the "Draft Authorization" form. If the code given does not match the assigned code, the operator will so inform the permit holder and hang up.
- C. The operator will then inform the permit holder that she is ready to accept the order. The permit holder should then give the operator the order in the following sequence:
 - 1. Give the full case order first, then the split case order.
 - 2. Give the item number of brand desired.
 - 3. Give the quantity desired.
 - 4. The operator will then read the item number and number of cases back to the permit holder for verification. Unless corrected by the permittee, the order is assumed to be correct.
 - 5. If the item is delisted, in the wrong category or the item is something the permit holder is not authorized to purchase, the operator will so inform the permit holder.

PLACING YOUR ORDER

CONTINUED

- D. When the order is completed the operator will inform the permit holder of the cost of the order (assuming all quantities can be delivered and no adjustments have to be made).
- E. Your conversation will be recorded and held for thirty (30) days.
- F. The operators are instructed to take the order as quickly as possible so that they may service all of the permit holders wanting to use the system. Therefore, we ask that conversations are limited to orders/ABC business. If the permit holder hesitates when ordering the items and gives the impression that he has not completed the order prior to the call and is ordering “off the top of his head” or if profanity is used the operator will terminate the call.

III. ABC WEB BASED ORDER SYSTEM

- A. The ABC Web Based Order System allows ABC customers access to inventory data, account data, and order history data. Draft customers may place orders with the same case restrictions (at least 5 cases) in our current system.
- B. System Access
 - 1. <http://www.dor.ms.gov/abc/main.html>
 - 2. Double click on “Internet Ordering”
- C. Login
 - 1. Enter your six-digit permittee account number. If your permit number has less than six digits, enter leading zeroes to make six digits. Example: If your permit number is four digits, enter 00XXXX.
 - 2. Enter your four-digit on-line PIN number. Press login.
 - 3. Select one of the four activities listed below.

Note: If you do not have PIN #, please call (601) 856-1310, (601) 856-1313, (601) 856-1314 or (601) 856-1315 to get one. Please have your Sales Tax ID and Permit ID numbers available.

PLACING YOUR ORDER

CONTINUED

Product Catalog Inquiry

1. Log into the system as described above.
2. Select "Product Catalog" from the menu at the top left of the screen.
3. Product Catalog – Search, locate the product by doing one of the following:
 - a. Entering a control state code and pressing "Search".
 - b. Entering a brief description/brand name of a product and pressing "Search".
 - c. Choosing a product category and pressing "Search".
 - d. Choosing some combination of two options from: Domestic/Imported, Status, and Bottle Size and pressing "Search".
4. If your search found only a single product, proceed to step 6.
5. If your search found multiple products:
 - a. Locate the individual product in the listing.
 - b. Click on the "Control State Code" or the "Product Description" to select the product.
6. *Product Catalog – Product Description – Product Detail*, locate the "Qty Available" field.
7. *Product Catalog – Product Description – Order Selection*, locate the "Full Case Price" and/or "Split Case Price" field.
8. To view this information regarding another product, simply repeat the process above starting at step 2.

Account Information Inquiry

1. Log into the system as described above.
2. Select "Account Information" from the menu at the top left of the screen.
3. *Account Information – Account Data*, locate the information you need.
4. Your ten most recent transactions are also listed. You may use *Account Information – Transaction Report* to locate information about a given transaction.
5. By clicking the "View Next 10 Transactions" link, an additional ten transactions may be viewed.

PLACING YOUR ORDER

CONTINUED

Order History Inquiry

1. Log into the system as described above.
2. Select “Order History” from the menu at the top left of the screen.
3. *Order History – Order Search*, you may:
 - a. Search for a specific order by entering the order number and pressing “View Order”. Please be sure to place zeroes in the first digits if needed to make the number seven digits long.
 - b. View general information about the five most recent orders.
 - i. By clicking the order number you may view order details.
 - ii. By clicking “View Next 5 Orders” you may view five additional orders.
4. Once you are viewing a specific order, you may use *Order History – Order Viewing* to locate the details of the order you need.
5. You may look up another order by repeating the process above starting at step 2.
6. You may access your invoice information by clicking on the highlighted order number.

Order Entry Shopping Cart – Rapid Method

1. Log into the system as described above.
2. Enter the control state code, a “+”, and the number of cases you wish to order into the “Order Entry” box described in *Main Menu*. To order bottles instead, use a “/” instead of a “+”.
3. Click “Add” to add the item to your cart. Ordering more than the ABC currently has available will result in the ordered quantity being reduced to the amount the ABC currently has available – if this amount becomes zero, or another non-orderable amount, the item will be deleted from the order. Any errors will be immediately displayed to your screen.
4. Repeat steps 2 and 3 until your order is complete.
5. Assuming everything is in stock as requested and your order meets the 5 case minimum, you may click “Checkout” whenever you are ready to submit your order to the ABC.
6. You will then be presented with a confirmation screen presenting you with the details of your order. That’s it, you’re done.

PLACING YOUR ORDER

CONTINUED

Order Entry – Normal Method

1. Log into the system as described above.
2. Using *Product Catalog Inquiry*, locate the product(s) you wish to order. If the item is unavailable for ordering, the system will indicate why the item is unavailable for ordering.
3. Update the line that states “Add ____ Case(s) ____ Bottles” and update the blanks to the amount you would like to order. On items that are not split-case, only a “Case(s)” blank will be available.
4. Click “Add” to add the item to your cart. Ordering more than the ABC currently has available will result in the ordered quantity being reduced to the amount the ABC currently has available – if this amount becomes zero, or another non-orderable amount, the item will be deleted from the order.
5. Repeat steps 2-4 until your order is complete.
6. Assuming everything is in stock as requested and your order meets the 5 case minimum, you may click “Checkout” whenever you are ready to submit your order to the ABC.
7. You will then be presented with a confirmation screen presenting you with the details of your order. That’s it, you’re done.

Note: If you encounter problems, please call the Processing Dept. at (601) 856-1360.

ABC will not mail daily invoices, but your monthly summary statement will be mailed. The daily invoice information may be accessed on-line under “Account Information”. Invoices for special orders, credit adjustments and invoice adjustments will be mailed to you.

PLACING YOUR ORDER

CONTINUED

IV. ORDERING ITEMS NOT ON THE PRICE LIST

Mississippi Administrative Code

Title 35, Part II, Subpart 4

Chapter 5, Sections 100-105

SPECIAL ORDER PROCEDURES

All products must have an approval from the Department before a company or an agent may make any sales or take any orders for such products. All requests must be submitted in writing to the Director and substantiated by facts and figures regarding prices, specifications, alcohol content and other relevant information requested. A sample or picture of the actual beverage container and label must also be provided for review.

Special orders for any and all types of alcoholic beverages not currently listed on ABC's price list and not prohibited by Title 35, Part II, Subpart 2, Chapter 5, of the Mississippi Administrative Code may be placed by package retailer or on-premises permittees in case lots only. **Permittees on Draft Status may submit special orders on line. Go to the "Product Info" page via the Web Site to see the link. Your order will be confirmed by ABC. We encourage you to use this process.**

Special orders received by the Alcoholic Beverage Control Division will be processed as promptly as feasible.

The Division will obtain the prices from the supplier and use the regular pricing formula in arriving at wholesale prices to be submitted to the permit holder. Upon receipt of the quotation, the permit holder may place an order with the Division and shall remit funds to cover the entire cost. If the permittee is on draft status with ABC the permittee's account will be charged when the product is shipped.

In addition, the provisions of Title 35, Part II, Subpart 4, Chapter 1 of the Mississippi Administrative Code dealing with the return of merchandise by permittees shall not apply to special order merchandise. Such special order merchandise shall be redeemed only as dry concealed damage as set forth in the Alcoholic Beverage Control Price List Book.

All special orders must be labeled properly and in accordance with industry standards. If the LDC Warehouse labels the product, a fee will be charged.

ABC is authorized to promulgate procedural details to effectuate the purpose of this regulation.

IMPORTANT NOTE:

PERMITTEES NOT ON DRAFT STATUS MUST INCLUDE A REMITTANCE WITH THEIR SPECIAL ORDER. REMITTANCES FOR SPECIAL ORDERS WILL BE REFLECTED IN THE PERMITTEE'S REGULAR ACCOUNT BALANCE. THIS CREDIT SHOULD NOT BE USED BY THE PERMITTEE PRIOR TO SHIPMENT OF THE SPECIAL ORDER PRODUCTS.

IF A SUPPLIER DOES NOT FILL A SPECIAL ORDER REQUEST WITHIN FOUR MONTHS OF ISSUANCE OF THE A.B.C. PURCHASE ORDER, THE ORDER WILL BE CANCELLED. PERMITTEES CAN CALL A.B.C. PURCHASING AT 601-856-1343 OR 601-856-1344 TO CHECK THE STATUS OF OUTSTANDING SPECIAL ORDERS.

RECEIVING YOUR ORDER

DELIVERIES AND FREIGHT CLAIMS

Please be aware that product received in error should be brought to the attention of ABC by dialing 601-856-1380.

The carrier delivering an alcoholic beverage shipment has assumed full responsibility for the number of cases as stated on the freight bill and shipping order. The delivering carrier is also responsible for all shortages and damages except "dry concealed damage" as explained later. All cases leave the ABC LDC in good condition. An open or crushed case is never knowingly shipped.

It is suggested that the following procedure be used when you receive a shipment from the delivering carrier:

- A. Count the number of cases and check this against the number of cases shown on the freight bill and delivery note.
- B. Check the shipment for the following:
 - 1. Shortages/overages
 - 2. Wet cases with broken bottles
 - 3. Damaged Cases
 - 4. Unsealed cases with missing bottles
- C. Note all of the above items on all copies of the delivery notes. *If a case is wet, do not allow the driver to put "damp" on the delivery note. Carriers will not reimburse you for a "damp" case. Cases broken at the time of delivery are claimed against the Carrier - not ABC.* Have the person making the delivery sign all copies of the delivery note. This is the basis and supporting document for a claim against the delivering carrier. A copy of all delivery notes should be maintained for future reference.
- D. As soon as possible after receiving your order you will want to be sure the shipping labels on the cases have the same permit number, name and address, shipping number and number of cases as the freight bill and delivery note **[See Mississippi Administrative Code, Title 35, Part II, Subpart 2, chapter 17]**. If later you find the ABC LDC has shipped you a wrong item, call Customer Service at (601-856-1380) and the necessary corrections will be made. You **must** return any case that has another permit number, name, address and shipping number. Customers have **30** days from the date of delivery to notify ABC LDC of errors on their order. All cases returned to ABC must be in the original box with all bottles enclosed and your shipping label must be intact.

As long as you receive the correct number of cases, the carrier has fulfilled his obligation.

RECEIVING YOUR ORDER

CONTINUED

- E. Customers have thirty (30) days to file a claim for shortages or damages against the delivering carrier. The carrier has thirty (30) days in which to pay, decline, or request additional information concerning the claim. File the claim with the carrier and if after a reasonable length of time (30 days maximum) the claim has not been processed, call the ABC LDC and the carrier will be notified. The ABC encourages the permittees and the carriers to settle all claims in an expeditious manner.
- F. Listed below are several rules carriers are obligated to follow:
1. Drivers are required to unload cases and place cases inside the entrance in a manner that does not obstruct the entrance. They are not required to place cases on shelves, stack by size, or unload cases in any other manner.
 2. Carriers are only obligated to deliver merchandise during normal business hours, and not at specific times. The Deliveries may be made anytime from 10:00 A.M. to 10:00 P.M.
 3. If a liquor shipment is refused, the carriers are permitted to charge a re-delivery fee to deliver at a later time or day. In the event the re-delivery charge is not paid, your order will be returned to the ABC LDC and **your account will be debited.**

DRY CONCEALED DAMAGE

A. Form 100 - Supplier Representative Authorization Required

If within 60 days from receipt of the shipment, the following product related problems (described below) are discovered in a case that was completely dry and undamaged when delivered, the supplier representative for the particular product is to be notified immediately. Product related problems to be claimed on Form 100 are as follows:

1. Bottles with torn or missing labels
2. Bottles that are short filled or empty in sealed cases
3. Bottles missing from cases – no indentation in bottom of case where bottle should have been.
4. Off condition product upon receipt

PLEASE NOTE:

IF YOU RECEIVE THE WRONG ITEM ON YOUR ORDER, PLEASE KEEP THE PRODUCT AND CASE CONTAINER AT YOUR BUSINESS AND CONTACT ABC REGARDING ORDER DELIVERY ERRORS AT 601-856-1380 ASAP.

RECEIVING YOUR ORDER

CONTINUED

Please record the item code, the product name and the product size on Form 100. The supplier representative for the product will authorize the claim on Form 100 and the claim should be submitted for processing to the ABC Division within 60 days of receipt of product. These dry concealed damage forms will be furnished on request. Keep a copy for your records and mail the original to the ABC Processing Department. Retain product and case container at your place of business until the supplier representative has inspected them. After the products have been inspected, a supplier representative, or an Enforcement agent may destroy them. If the claim is in order, credit will be issued for the cost of the items listed. If the form is incomplete in any manner, it will be returned with no credit given. Items claimed must have been ordered through ABC by the customer in order for credit to be issued.

B. ABC CREDIT FORM 200 – Must Be Completed and Notarized

Some situations require that additional research be performed in order to determine how to best resolve the problem. Please call 601 856-1360 regarding the following issues.

1. Dry cases – broken bottles
2. Missing bottles from cases sealed with indentation in case where bottle should have been.

ABC will research these issues and notify the permittee regarding the procedure for resolution and filing Claim Form 200. This form must be returned to the ABC within 60 days of receipt of liquor shipment.

On form 200 please include the order number for the item listed on the form. Failure to do so may result in a delay of processing your DCD claim.

Shippers Express 601-948-4251

M & J Transport 601-898-2708

BANK DRAFT AUTHORIZATION

Alcoholic Beverage Control Division
P.O. Box 540
Madison, MS 39130-0540

INSTRUCTIONS

The ABC Division will accept bank drafts as payment for an order after the permit holder has successfully completed the following steps:

- A. If the permit is **NOT** on certified funds, you may proceed.
- B. Complete and sign the "Bank Draft Authorization Form" on the following page and have it signed by your bank officer (*See enclosed form for required sections*) Send the completed and signed form and a voided check on the designated checking account to the **ABC Accounting Department**.
- C. When the permit has been set up on draft, you will be notified by the ABC Accounting Department and assigned an "authorization code" that **MUST** be used when placing a telephone order. After original notification, ABC will **NOT** give out the authorization code over the telephone. This code is for your protection and should be securely retained.

When the bank draft status has been approved for your account, you will no longer submit check or cash with your order - we will automatically draft the designated checking account for the amount of the order.

PLEASE READ CAREFULLY

ABC policy and procedures concerning permits on bank draft status:

- A. When the order is placed, the funds are to be in the account to cover the draft for the order and the additional privilege fee.
- B. Additional privilege fees will be automatically be drafted from your checking account when your purchases exceed each \$5,000.00 and for each additional \$5,000.00 purchase or fraction thereof **IF** you have an on-premise, club, or wine only permit.
- C. Renewal fees and/or transfer fees will not be drafted and **MUST BE** paid by cash or check.
- D. If your permit is placed on certified funds, your bank draft status will be suspended. You must request the ABC Director to reinstate your bank draft status at the end of your certified fund period.
- E. **It is your responsibility to notify the ABC Accounting Department of any changes with your checking account or if you wish to discontinue your bank draft status. A change in permit number, bank or checking account requires the completion of new Bank Draft Authorization Form and submission with a voided check to the ABC Accounting Department**

BANK DRAFT AUTHORIZATION FORM

Alcoholic Beverage Control Division

P.O. Box 540

Madison, MS 39130-0540

TO:*

Bank's Name and Branch

*

Bank's Address - Street or Box, City, State and Zip Code

You are hereby authorized to allow the Alcoholic Beverage Control Division of the Department of Revenue to draw site drafts against my checking account for payment of alcoholic beverage orders and additional privilege fee payments.

Until this authorization is revoked in writing addressed to you, you are authorized to pay such site drafts drawn and presented for payment and to charge same to my checking account.

In granting this authority to the ABC Division to draft my account, I assume all responsibility for any improper use of the authority.

*

Please **"PRINT"** name

*

Signature of Permittee

*

Phone Number (Where you can be reached between 8:00 a.m. and 4:30 p.m.)

The bank stated above agrees to honor the site drafts mentioned and the following information has been verified to be correct:

Permit No.:* Checking Account No.:*

Permit Name:* Bank Routing No.:*

If a line of credit or automatic overdraft limit has been established by the permittee, enter the amount:

_____.

*

Signature of Bank Officer

*

Title

*

Date

***REQUIRED INFORMATION**

****YOU MUST SEND A VOIDED CHECK ON THIS ACCOUNT WITH THIS COMPLETED AND SIGNED FORM TO THE ABC ACCOUNTING DEPARTMENT.**

CONTACTS

ABC TELEPHONE NUMBERS

1.	FOR <u>PHONE ORDERS</u> ONLY	<u>601-856-1350</u>
2.	FOR <u>FAX ORDERS</u> ONLY	<u>601-856-1300</u>
3.	REGARDING ORDER DELIVERY ERRORS	601-856-1380
4.	INFORMATION REGARDING YOUR ORDER	601-856-1360
5.	TO REQUEST ORDER FORMS	601-856-1360
6.	SPECIAL ORDER INQUIRIES - WINES	601-856-1343
7.	SPECIAL ORDER INQUIRIES - SPIRITS	601-856-1344
8.	PERMIT INFORMATION	601-856-1330
9.	ACCOUNT OR DRAFT INFORMATION	601-856-1310
10.	OTHER DEPARTMENTS	601-856-1301
11.	WEB-SITE	WWW.DOR.MS.GOV

CONTACTS

CONTINUED

ALCOHOLIC BEVERAGE CONTROL AGENTS

<u>POST OF DUTY</u>	<u>OFFICE ADDRESS</u>	<u>PHONE NUMBER</u>
Brookhaven	P.O. Box 3999 Brookhaven, MS 39603	601-833-3096
Greenwood	P.O. Box D Greenwood, MS 38935-0420	662-453-1742
Biloxi	1141 Bay View Ave., Suite 400 Biloxi, MS 39530-1601	228-436-0554
Hattiesburg	P.O. Box 1709 Hattiesburg, MS 39403-1709	601-545-1261
Madison	P.O. Box 540 Madison, MS 39130-0540	601-856-1320
Meridian	P.O. Box 5794 Meridian, MS 39302	601-483-2273
Senatobia	P.O. Box 127 Senatobia, MS 38668	662-562-4489
Starkville	P.O. Box 744 Starkville, MS 39759	662-323-1941 662-323-1946
Tupelo	P.O. Box 3000 Tupelo, MS 38803	662-842-4316

CONTACTS

VENDOR BROKERS AND REPRESENTATIVES

Norm Rush -#2	Carl J. Stiebing-#3
Beau Mad	Stiebing Comfort, LLC
320 Steeple Ridge	45 Hardy Court #152
Ridgeland, MS 39157	Gulfport, MS 39507-2501
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Fax: 601-853-6919	Fax: 1-800-655-2072
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